THE NATIONAL ecretary

Volume 6

Number 3

END SICK-TIME WORRY!

■ You can't escape sickness and accident, nor the added expenses they bring. But you CAN escape the worries of how to meet your bills!

There's a membership in The EDUCATORS which will fit your needs—and your purse.

■ The EDUCATORS pays for all diseases, all accidents, all personal quarantine. It pays 50% extra for hospitalization. It offers policies which pay for even ONE day of illness, and which pay FULL benefits for the first week of disability.

The EDUCATORS organization has served teachers since 1910—and offers to SCHOOL SECRETARIES the same generous, low-cost, all-inclusive protection.

■ End sick-time worry by joining The EDU-CATORS. Make sure of having an extra income when you need it. Write, or clip the coupon below, to get the full story. And do it now, because you may need protection sooner than you think.

Send coupon to office nearest you

THE EDUCATORS

A MUTUAL ACCIDENT & HEALTH ASSOCIATION

Home Office: Lancaster, Pennsylvania

417 Land Title Bidg., Philadelphia, Pa. 1104-A Grant Bidg., Pittsburgh, Penna. 1106 Park Avenue, Charleston, West Virginia 3127 Rosalie Avenue, Baltimore, Maryland

Contents

Officers	9
Different Friends	9
Superintendent's Greeting	10
Fully Dressed	10
President's Page	11
Boston Meeting	12
Editorial Belle S. Kuehny	13
Atlantic City Luncheon Emma A. Rowles	14
Midwinter Meeting, N.A.S.S	16
Listening-InFlorence Stubbs	17
Further Training for School Secretaries	22
Advisory Council Eleanor Dearden	25
State Delegate Allowance	25
Advertising Manager	-27
Membership	28
Miss A. Helen Anderson—Address at Atlantic City	29
School Secretary and National DefenseKatherine E. Mitchell	30
Filing Linnie Brooks	32
"What's New?"	38
A Secretary in the Spring	44

Index to Advertisers

Index	to A	dvertisers	
P	age		Page
Ace Fastener Corporation	38	Ralph L. Gorker	
Allyn & BaconBack Co	ver	Gregg Publishing Company	
American Crayon Company	8	D. C. Heath & Company	
American Lead Pencil Company	21	Charles M. Higgins & Company.	
American Reedcraft Corporation	40	Hild Floor Machine Company	
Automatic Pencil Sharpener	20	Holden Patent Book Cover Co	. 3
Baroco Products Company	36	Hotel Kenmore	
Binney & Smith Company	49	Hotel Knickerbocker	. 23
Milton Bradley Company	44	Macmillan Company	. 51
Bryant Teachers' Bureau, Inc	33	McGraw Hill Publishing Co	. 31
Burrill Saw and Tool Works	45	Montag Brothers, Inc.	. 19
Burroughs Adding Machine Co	43	National College Emblem Co	. 1
Chicago Apparatus Company	52	A. N. Palmer Company	. 8
Coca-Cola Company	41	Park Chambers Hotel	
Collegiate Manufacturing Co	3	Pittsburgh Plate Glass Company.	. 5
Hotel Dennis	29	Popular Science Publishing Co	. 2
Dennison Manufacturing Company	48	J. E. Porter Corporation	. 47
A. B. Dick Company	19	Sanford Ink Company	. 31
Ditto, Incorporated	4	Standard Mailing Machine Co	. 34
The Dreier Company	45	J. P. Stevens Engraving Co	. 42
Thomas A. Edison, Incorporated	6	Hotel Taft	. 21
Educators' Beneficial Association		Teachers' Protective Union	. 24
Inside Front Co	ver	Traymore Hotel	. 8
Educators' Paper & Supply Co	43	Underwood Elliott Fisher Co.	
Esterbrook Steel Pen Mfg. Co	42	Inside Back (Cover
Fisk Teachers' Agency	39	Victor Animatograph Corporation	n 46
J. B. Ford Sales Company	39	Hotel Victoria	
Fuller Brush Company	40	W. M. Welch Scientific Co	
Garland Company	38	John C. Winston Company	. 3
Ginn & Company	1	World Book Company	

Look For It!



For Purity

IF it's a color medium for your schools, be sure this insignia is on the package. It safeguards the children under your care.

For Quality

THE AMERICAN CRAYON COMPANY



SANDUSKY, OHIO-NEW YORK FARTH

RESULTS COUNT IN HANDWRITING

The Palmer Method handwriting instruction is the quickest way of getting good results in this subject with a limited time allotment.

Palmer Method service extends to every state and territory and many foreign countries.

Already acknowledged leaders in the cursive writing field, the Palmer Method organization has taken the lead too in manuscript writing publications and services. Such unquestioned leadership makes this organization better able to advise you on all matters pertaining to handwriting.

Ask for our illustrated catalog and samples of manuscript and cursive publications.

The A. N. Palmer Company New York — Chicago — Codar Rapids, Ia.



The Eastern Music Educators Conference

WELCOME!

All of us here at the Traymore will be delighted to have you with us May 2-7, 1941, and you can be sure that everyone on the staff will be at your call every minute. Stretch out on broad sun-decks. Tune up in the Health Baths. Sup in the Stratosphere Room or Submarine Grill. Enjoy year 'round golf on summer grass greens and the diversions of Atlantic City.

THE

TRAYMORE

ON THE BOARDWALK

ATLANTIC CITY

Bennett E. Tousley, General Manager

HE NATIONAL SECRETA

VOLUME 6 NUMBER 3 Published October, February and May by The National Association of School Secretaries

MAY 1941

OFFICERS

VIRGINIA A. HALSEY, President Montclair, New Jersey

MARGARET V. KERNAN, Vice-President Salem, New Jersey

ANNE J. CRITCHLOW, Vice-President Salt Lake City, Utah

HELEN K. AITKEN, Vice-President Glendale, California

BELLE S. KUEHNY, Recording Secretary Los Angeles, California

GWEN D. MOSER, Corresponding Secretary Washington, D. C.

BETTY ZIMMERMANN, Treasurer Milwaukee, Wisconsin

EXECUTIVE COMMITTEE

LOUISE H. HENDERSON, Philadelphia, Penna.

DORIS C. BONAR, Denver, Colorado HELEN M. DEAN, Portland, Oregon

> Editor BELLE S. KUEHNY Board of Education Los Angeles, California

Publicity Chairman ANNE J. CRITCHLOW Salt Lake City, Utah MILDRED E. FUNK, Highland Park, Michigan KATHERINE E. MITCHELL, Pittsburgh, Penna.

> Advertising Manager MARGARET V. KERNAN Board of Education Salem, New Jersey

Membership Chairman HELEN K. AITKEN Board of Education Glendale, California

Different Friends

Friends-I would not have them be Just this and so; or more like me.

I like to take them as they are.

Each brings me something, oh, so far Above what I can hope to be-I want them as they are.

I do not want to change their ways, Nor yet in order set their days: But find in each such help and strength, To give both love and sympathy, Because—they are all different.

One brings me vision of the stars. Another, from her hearthstone bright, The wisdom of a mother's life. And still, from one who travels far I view the mountains' lofty peaks, Or desert sand; or city streets.

So, may they ever find in me One patient, true, sincere, and free For thus, in giving, I shall be A friend.

-MARGARET ELLIOTT.

ARTHUR L. GOULD

Superintendent of Schools Boston, Massachusetts

Extends Greetings to National Association

It is a genuine pleasure for me to extend the greetings of the Public Schools of Boston to the National Association of School Secretaries. Every school administrator, whether he is in charge of a single school, a department, or an entire system, appreciates the value of an efficient secretary or secretarial staff. Much of the responsibility for keeping accurate records of work done or in process of completion depends upon the quiet, faithful and efficient daily work of the permanent office staff.

Important decisions, which serve as precedents for future action, must be instantly available by means of a carefully kept filing system. Accurate transcription of meetings and of correspondence must be made. Routine cases, and important appointments must be arranged with foresight and care. Loyal service, unmindful of clock hours, is constantly demanded.

These are but few of the many duties and responsibilities which are placed upon the shoulders of the secretarial staff. Such work, faithfully performed, is of inestimable value in the huge business of education, for by means of it a substantial contribution is made towards the achievement of the important objectives for which schools are established.

It is indeed a pleasure for me to pay a deserved tribute to the members of the National Association of School Secretaries and to extend to them a cordial welcome to the Boston meeting of the National Education Association.



W

ge

m

as

N

la

ta

n

Fully Dressed

It never matters much to me,
What kind of hat or gown you wear;
I'm always looking at your face
To see if any smile is there.
And when I see you looking glad
And smiling just a bit,
I seem to note, uncounsciously,
How well your hat and costume fit.

CAROLYN HOLMES SMITH



VIRGINIA A. HALSEY

I wish I might share with you the many letters I have received from our officers and executive committee members in order that you might know of the enthusiasm with which they are carrying on their work. Louise Henderson has been our general adviser. Helen Aitken, assisted by Helen Dean, has been in charge of membership work. Anne Critchlow has handled the publicity and has also served as historian. Margaret Kernan has been in charge of the advertising for "The National Secretary" and has been assisted by Mildred Funk. Because of the large number of advertisements secured, the magazine is self-supporting. Belle Kuehny has again served as our editor. In this capacity she has been responsible for arranging and editing all material which has appeared in "The National Secretary" and for mailing the 3,000 copies of each issue. Gwen Moser's work has consisted of keeping an up-to-date addressograph file, preparing the labels for the magazine and sending out notices to members. Betty Zimmermann has efficiently guarded our moneys and is also serving as chairman of the committee on elections. Katherine Mitchell has assisted the chairman of the advisory council and will take charge of the delegate allowance. Doris Bonar has been working on a professional study project, of which a more detailed report will be found in this issue.

The life of any organization is its membership and we had hoped that we might achieve a goal of 3,000 members by the end of this year. But, in spite of the enthusiasm and hard work on the part of the officers and executive committee members and state chairman, the number of active members is still slightly under 2,000.

Our association is a worth-while organization. We believe in it and know that through its efforts the position of the school secretary is coming to be recognized as an important part of the educational scheme. However, if we are to progress, we must have more assistance in procuring additional members. You can take an important part in this work by writing to the secretary in your neighboring town or county and inviting her to join our organization, also by telling others of the activities of our group.

Remember, our association is a group of individuals working together for the benefit of others.

ALL ABOARD for Boston

Tentative Program for Annual Meeting

June 29-July 3, 1941 Hotel Kenmore Boston, Massachusetts

SUNDAY, JUNE 29

9:00 A.M.-5:30 P.M. Registration.

2:30 P.M. President's Informal Reception to Members.

4:30 P.M. N.E.A. Vesper Service.

6:30 P.M. Supper given by Massachusetts Association of School Secretaries to all National members.

MONDAY, JUNE 30

All-day sightseeing tour including old Boston, Bunker Hill Monument, Lexington, Concord, Harvard University and glass flowers. Luncheon to be served at Wayside Inn.

9:00 P.M. N.E.A. Reception to President DuShane.

TUESDAY, JULY 1

8:30-10:00 A.M. Meeting of Advisory Council.

9:00-10:00 A.M. Exhibitors' demonstrations.

10:30 A.M.-12:00 noon. Meeting of delegates, state chairmen, local and state association presidents.

2:30 P.M. Round-table discussion.

9:00 P.M. Reception to presidents of local and state teachers' associations.

WEDNESDAY, JULY 2

9:30-11:00 A.M. Conference discussion groups.

12:45 P.M. Annual luncheon.

8:00 P.M. "The Pops" Concert.

THURSDAY, JULY 3

9:30 A.M. Trip to Massachusetts Fisheries.

2:30 P.M. Annual business meeting.

4:30-6:00 P.M. New England Tea given by Vermont, New Hampshire and Maine Associations of School Secretaries to all National members. Committee on Arrangements

MISS ELEANOR M. DEARDEN 25 Crest Street Springfield, Massachusetts MISS LYDIA N. BAGDIKIAN Board of Education Stoneham, Massachusetts MISS PAULINE MEADS M

Wakefield High School Wakefield, Massachusetts

Please make your hotel reservations as early as possible by writing to Mr. J. Paul Foster, Chamber of Commerce, 80 Federal Street, Boston, Massachusetts, and stating that you are a member of the National Association of School Secretaries and wish to reserve a room at the Hotel Kenmore. The rates are \$3.50 a day for a single room with bath, \$5.00 for a double room with bath, and \$6.00 for a twin-bedded room with bath.

Since there are only a limited number of single rooms available, we suggest that, if convenient, you make reservation for either a double room or a twin-bedded room.

Miss Dearden will be glad to assist you in finding a roommate.

Easy Recipes for Busy Secretaries

An attractive booklet containing thirtyfour tempting recipes requiring a minimum of preparation is being sold by the Massachusetts Association of School Secretaries to swell their convention fund. Copies are available at thirty cents each from Eleanor M. Dearden, Room 224, Administration Building, Springfield, Mass.





BELLE S. KUEHNY

My young assistant clerk breezed in Monday morning. "Oh, what a beautiful morning!" she exclaimed. "Was it like this yesterday morning?"

"I don't know," I replied sadly; "I stayed in bed until after ten o'clock."

"The great American bad habit," she remarked. "I, too, was guilty of this horrible waste of beautiful daylight hours."

It was a beautiful morning. The sun was shining brightly (our bright California sun). There was a faint breeze, just enough of a breeze that it destroyed any suggestion of a heavy, oppressive quality that the air seems to assume on hot, bright days. Perhaps the breeze might be classified as a spring zephyr. Anyhow, it blew in my young clerk, who had a bad case of spring fever if there ever was one.

She floated around the office; stopped and sniffed some carnations in a vase on my desk. "Oh, that lovely spicy odor," she exclaimed; "That really makes me feel alive. The idea of being confined to this horrible office all day fills me with distaste." (Ordinarily, she is quote proud of our bright and airy office.)

I could see that she was having quite a struggle to convince herself that she should settle down to work. I didn't interrupt her; I let her babble on, perhaps because I secretly concurred in her ideas.

"All the fields were so green this morning," she continued. "I wanted to stop my car and take off my shoes and stockings and run through them. And the birds! One sees them in such multitudes. I almost ran into a couple. They're getting awfully reckless. They don't look where they're going, but come sliding

across the road on any old convenient air current."

About that time an airplane droned overhead. She stuck her head out of the window. "That's where I'd like to be," she remarked wistfully; "I'd be as reckless as the birds."

It was then I remembered a poem which I had received a few days earlier from one of our members in Forest City, Pennsylvania. You'll find it elsewhere in this issue. It's called "A Secretary in Spring." I unearthed it and handed it to my clerk. "That just about expresses your feelings, doesn't it, Ione?"

"Umm-hmm," she answered dreamily.

Well, what do all these literary meanderings mean? I'm doing a little soul searching right now. I guess it means but one thing. I've caught the spring fever, too. There's only one cure. I'll take today and tomorrow off. I have a couple of days coming, anyhow, and I really do need a vacation after this issue of "The National Secretary." Never before has there been such a wealth of really fine material contributed, and never before have I been forced to feel so heartless and relentless (sort of like an enemy of spring time) because I was forced to cut so many well written, truly interesting articles. But there just wasn't room enough, even though I added four additional pages.

It was just another evidence of spring. The fertility of your minds might be compared to the fertility of the spring soil. But sprout and continue to grow, fellow secretaries. And don't let that "ole debbil" spring fever get you like he really got me.

MID-WINTER LUNCHEON at Atlantic City

EMMA A. ROWLES

Princeton Elementary School
Princeton, N. J.



Emma A. Rowles

When Crew and Captain understand each other to the core,
It takes a gale and more than a gale to put their ship ashore.

—Rudyard Kipling, "Together"

The "good ship" N.A.S.S. literally and figuratively waived its flag at the Midwinter Luncheon held in the Rose Room, Hotel Traymore, Atlantic City, on Sunday, February 23. Fish nets, sea horses, oars, life savers, and pennants, together with table decorations of ships sailing in blue, blue water, characterized the famous winter resort and symbolically suggested that the sturdy "craft" National Association has accepted the challenge of a limitless "ocean" upon which its maiden voyage has successfully been completed. Chairmen for the Midwinter Meeting were Helene Maulick and Madeleine Morales of Atlantic City and Louise Goldsmith of Paterson.

Mrs. Virginia A. Halsey, president, presided. The invocation was delivered by Louise H. Henderson, honorary president, and messages of welcome were read from Honorable Charles A. Edison, Governor of the State of New Jersey and Honorable Thomas D. Taggart, Jr., Mayor of Atlantic City. Greetings were extended by Mrs. Carrol R. Reed, representing the President of the American Association of School Administrators, and Mrs. Arthur S. Chenoweth, representing the superintendent of Atlantic City Schools.

A Professional Outlook for the School Secretary was the subject of an address by Dr. Willard S. Elsbree of Teachers College, Columbia University. He commended the Association on its worthy aims but stated that "there still remains the question of the order in which they can most efficiently be realized and the best means of achieving them." Dr. Elsbree advised that as step number one "a great deal of emphasis should continue to be placed on expanding your membership, upon disseminating information, and upon winning the confidence and enlisting the support of educators and the friends of education throughout the United States."

Many people are "prone to see in additional schooling a panacea for all ailments," but "who knows what education the vast majority of secretarial workers really need in order to perform their tasks efficiently." Many mistakes made by other professional groups in their efforts to obtain worthy objectives have been the result of hasty planning. There is a lesson to be learned from this by the secretarial group; "look before you leap and think before you propose." Dr. Elsbree suggested that we "launch a comprehensive (nation-wide) study of the work of the



DR. WILLARD S. ELSBREE
Professor of Education
Teachers College. Columbia



DR. FREDERICK H. BLAIR Superintendent of Schools Bronxville, New York

school secretary and an analysis of her present qualifications for this work." This is the second step and the result after a secretarial preparation program has been framed will be certification, higher economic status, tenure.

Dr. Frederick H. Bair, Superintendent of Schools, Bronxville, New York, had as his theme The Secretary in Education. "I view with mild alarm," said Dr. Bair, "the leanings of your Association toward a too rigid stereotyping of the training and qualifications to be set up for your subtle and highly feminine office." continued, "a capacity for understanding with the heart as well as with the head will always be the sine qua non of a great Secretary." . . . "There is a science beneath every art, which every practitioner of that art should take pride to master, but the science should never be mistaken for the art—the art is greater: it is the art of getting along with people."

According to Dr. Bair the Secretary leads a double life: the life of routine "and the life of the eternally incalculable 'interruptions' which are her real job." The ability to manage these unforseen elements "which count most in the life of the schools and of the community" determines the essential value of the secretary.

We can all take courage from Dr. Bair's remark that the "Secretary's place in American education is limited only to the size of her spirit, and her spirit, as I have tried it in a thousand ways for almost a quarter of a century, is pretty capacious."

In conclusion, Dr. Bair urged that in standardizing our work we should take care to leave a loophole for its practice as an art. "For it is an art—indeed, the supreme art, which in the words of Henry Ward Beecher, is 'the art of living together justly and charitably'."

This closing event of the Midwinter Meetings of the National Association of School Secretaries provided a heartening climax and those of us who attended have all faith that the "good ship" N.A.S.S. is sailing smoothly on its charted course.

THE MID-WINTER MEETING

Of the National Association of School Secretaries

Hotel Traymore, Atlantic City, New Jersey

By GWEN D. MOSER Washington, D. C.



Captain Helene Maulick of Atlantic City and her busy crew spared no effort to make our annual February cruise on the good ship N.A.S.S. a truly delightful one from beginning to end.

Although many of our skiffs had put in to port on Friday evening or early Sunday morning, the real registration was cared for just previous to the opening meeting at eleven on Saturday morning. Members received attractive name plates and official programs. The official registration for the convention was 146.

Miss Margaret V. Kernan had charge of the Exhibitors' Demonstration which was the opening event of our program. held in the Headquarters' Room. Mr. Barney Stapert, World's Amateur Champion Typist gave a skillful demonstration of the Underwood typewriter which was followed immediately by the explanation

of the proper production of a stencil by means of typewriter and a short demonstration of the A. B. Dick Company m'meograph by Miss Siemon, Educational Diector, A. B. Dick Co., Chicago Office, Mr. K. E. Buchfield,



Gwen D. Moser

Underwood Elliott Fisher Company concluded the program with a demonstration of the Sundstrand adding machine.

Two forty-five found an eager group gathered in the Rose Room to head what had been happening during the year. Most interesting and encouraging reports were submitted from our treasurer, advertising manager, the editor of THE NATIONAL SECRETARY, and the chairman of the professional study project of the N.A.S.S., their keynotes being profits and progress, comfortably backed by statistics. Mrs. Halsey spoke briefly of the New York Committee, composed of two professors from Columbia University, two leading school superintendents, an assistant research director from the National Education Association, Miss Louise Henderson and herself, which had been formed for the purpose of making a study of the qualifications required of school secretaries.

Following these reports, our president introduced our speaker of the afternoon, Miss A. Helen Anderson, the Supervisor of Publications, from Denver, Colorado. Miss Anderson reminded us that we get publicity, favorable or otherwise, from the countless little homely tasks and contacts that are part of our daily routine. Among

(Continued on Page 20)





Florence Stubbs

Dear Listeners In:

The school year which stretched so far away last September is drawing to a close, and to most of us with a multitude of duties each day, I imagine it has seemed a short year.

Soon after you receive this copy of the National Secretary,
many of you will be traveling "Bostonward" there to meet old friends and make
new acquaintances and to receive the inspiration which always comes to those
who have the opportunity to participate
in such a mingling of ideas and problems
which are common to the group.

To the "stay-at-homes" we wish a restful and happy summer, and to each one of you who is a valued member of our widely scattered group, may we look forward to having you with us again next year with renewed enthusiasm and a larger vision of accomplishment.

In the meantime, please don't forget that your editor is on the job the year 'round and is always looking for your contributions, so send me anything of interest at any time and it will be used at the first opportune time.

> FLORENCE R. STUBBS, North High School, Denver, Colorado.

Arizona

Mr. Kenneth Ross, Arizona Vocational School, Phoenix, Arizona, was elected president of the School Administrative Assistants of Arizona at its annual meeting in connection with the Arizona Education Association Convention in Tucson last November. The organization is affiliated with the National Association of School Secretaries and with the Arizona Education Association. Other officers elected were Miss Elizabeth Lemmon, Vice-president; Mrs. Rachel Maynard, Secretary, and Miss Amanda C. Schultz, Treasurer—all of Tucson. Members at large of the Executive Board are Miss Vera L. Clymer of Yuma and Mr. J. Melvin Goodson, Tucson. Constitution and By-laws were adopted at the meeting and Phoenix was selected as the 1941 convention city.

An "olla break" was given by the members of the Tucson group of the School Administrative Assistants of Arizona at a regular meeting this winter. The party was held at the home of Miss Amanda Schultz. After an evening of games, the guests gathered around the olla. Frances Cloud won the grand prize for breaking the olla. More than thirty members and prospective members attended the party.

Our congratulations to the Arizona group which is very new, but evidently getting off to a very good start. An "olla break" is something new to your reporter, even though living as far west as Colorado, and sometime we should like to know more about it. Perhaps it is something which would be a new and different way of entertainment which our eastern members could enjoy also.

Since the above was written word has come of a luncheon held by this group on Saturday, March 15 in Phoenix. This was strictly a social meeting honoring prospective members and Mrs. Grace Holt presided. On account of illness, many who had made reservations were unable to attend, but we understand those present had a grand time.

Los Angeles, California

The Los Angeles News Letters of the past few months are full of reports of the activities of this group which, as you all probably know, is one of the largest in the country. One of the recent meetings was addressed by Miss Fontayne on a subject which is of deep interest to every normal woman—"You Can Be Attractive!" Miss Fontayne didn't say that we can all be beautiful—but she did promise us that we could be attractive! According to her there are six essential items for the attractive woman to possess:

- 1. Good posture and carriage
- 2. Good grooming
- 3. Good taste
- 4. Poise
- 5. Good speaking voice
- 6. Good manners

We were told to "sit tall" and "stand tall" for correct posture, and warned about the swinging of arms like pendulums, heaving of shoulders like ocean waves, and throwing of torsos like football players, while walking.

At least once a year let the hairdresser create a new style of hairdress to make you feel like a new woman.

In choosing a costume, Miss Fontayne stressed *under* dressing rather than *over* dressing. Never use more than three color notes in a costume.

Miss Fontayne gave her definition of poise as "knowledge put into practice" or "knowing what to do and when to do it" or "poise is the conscious mental control of the physical being" and "fear is the root of the lack of poise."

The voice is the "color scheme" of one's house and the ideal voice is pleasant, medium pitched and filled with tone coloring to add luster and excitement. Correct pronunciation and good diction were mentioned as fundamental factors for the background of tone quality.

The last essential covered the need for a concentrated effort on the part of all to be more courteous. Miss Fontayne closed by saying "A charming woman must have a heart—one that has kindness and consideration for others."

Denver, Colorado

It has been rather a quiet winter in Denver for the Clerks and Secretaries Association, but on April 5 in the tearoom of the Denver Dry Goods Co. the annual card party and fashion show was held. For several years these affairs have been outstanding successes and this year was no exception to the rule. Members of the organization served as hostesses and models and the large room was filled with members and friends who thoroughly enjoyed the afternoon. Rosemary Eiber was the chairman and much praise is due her and her efficient committee for the success of the party. The grand prize was an Easter outfit, but at the time of this writing we are unable to tell you who the lucky winner was. The money raised will be used to send a delegate or delegates to the convention in Boston this summer.

A class in "Dynamic English" especially for school secretaries has been started this spring quarter by the University of Colorado. Dr. Richard Murphy of Boulder is the teacher and the course promises to be a most interesting one. It is encouraging to note that there is a desire for this kind of work, and as it is one of the projects being sponsored by the N.A.S.S. this year, we are pleased that Denver is in the forefront in furthering this type of study for its members. The University has promised to outline further courses if there is a sustaining interest, so we feel that this is just the beginning for a very worthwhile project for us.

The annual luncheon and election of officers will be held sometime in May and this will close the season for the local group.

Illinois

For the first time we welcome into our "Listening In" section the Illinois chapter of the NASS. This group was organized on December 27, 1940, in Springfield, Ill., at which time the constitution was written and adopted and the business meeting was followed by a luncheon in the Hotel Leland.

(Continued on Page 21)



The Economy of Sight Protection

In cold dollars and cents, the cost of the failure of one pupil to the average American school system is estimated at \$74.38—the annual expenditure per pupil enrolled.

There is no estimating the price of discouragement and disappointment to the child, his parents, and his teacher.

When failures cost so much, shouldn't every precaution be taken to prevent them?

And when pupil failure can be reduced as much as 21% simply by giving adequate care to pupil eyesight, isn't sight protection worth almost any price?

most any price?

One of the most economical steps your schools can take toward sight protection is to standardize on modern

Mimeograph duplicators and Mimeograph brand supplies. Duplicated classroom materials, required by modern teaching methods, can have visibility standards comparable to those of textbooks when produced with modern Mimeograph equipment.

In addition, the savings brought to schools by these economical machines make Mimeograph equipment pay for itself, in many cases within a remarkably short time.

If your school doesn't use Mimeograph equipment, shouldn't you find out what it can do to further the economy of sight protection? For details, write A. B. Dick Company, Chicago, or telephone our representative in your locality.



FREE! The Visibility Yardstick gives the accepted visibility standards for duplicated materials—lets you check the copies now being used in your schools.

The All-Purpose Duplicator for Schools describes Mimeograph equipment, its versatility, and the savings it offers. Send for free copies. For every school need—and almost any school budget—there's a Mimeograph duplicator. One of the complete, streamlined family is the Mimeograph 91 duplicator shown here.



Mimeograph

MIMEOGRAPH IS THE TRADE-MARK OF A. B. DICK COMPANY, CHICAGO, REGISTERED IN THE U. S. PATENT OFFICE

A. B. D	ICK	C	DM	PAN	y. D	ept.	1-541
720 W	Inch	enn	RI	vel 6	hice	an-	E11
Send	me	a	free	copy	of of	the	folde

"The Visibility Yardstick"
"The All-Purpose Duplicator for Schools"

State

Organization ..

City.....

MIDWINTER MEETING

(Continued from Page 16)

many other interesting and helpful advices, she gave some practical suggestions on setting up a card file on publicity in our own school office.

Just across the street, in the Hotel Madison, the Pittsburgh secretaries entertained us with a delightful tea party, arranged by Mrs. Adeline McLaren the president of the Pittsburgh Association of School Secretaries. A musical trio played while everyone enjoyed delicious refreshments and had a grand time connecting names and faces, renewing old acquaintances and making new ones. A tea reader and a palmist were popular centers of attraction and added to the pleasure of many who were fortunate enough to edge closely.

The reception to the administrators was really a gala affair. Just about "everyone" attended and a camellia bedecked receiving line graciously greeted the guests. Miss Marjorie Schnell of Atlantic City gave several clever readings, and two violin selections were rendered by Miss Dorothy Amor, a secretary from Pittsburgh, accompanied by another co-worker, Miss Laura Powell from Atlantic City.

The main feature of the program, however, was the skit entitled, "Mary-Go-Round" written by our president and admirably enacted by a group of Montelair secretaries. For nothing entertains us so very much as ourselves, our own work and our own peculiar problems, and everyone present that evening could readily find himself in one of the cleverly portrayed incidents. Hearty laughter and generous good cheer on all sides evidenced the fact that a grand time was really had by all.

pi

in

th

le

tv

ei

a

A

re

tl

I

Sunday morning found an extra supply of cold, clear sunshine turned on the famous boardwalk, seemingly for the express benefit of the school secretaries, for any number of them could be seen promenading at an early hour. Not so with the members of the Advisory Council, however, for they met promptly at nine o'clock an dreal problems of the group were discussed and decided upon at this time. We are going places with this interested and hard working nucleus forging ahead.

Twelve-thirty!—and the Rose Room was steadily filling to its capacity of 268. Miss Louise Goldsmith of Paterson, New Jersey, and her committee deserve much praise and commendation for the exquisitely planned high-light of our convention. Beautiful blue-sailed boats formed the centerpieces of the tables, blue iris and white snapdragons graced the speakers' table and a tiny satchel of Atlantic City's famous salt-water taffy accompanied each handsomely printed program, whose first page bore the following couplet expressing so adequately the tenor of this gathering:

"When Crew and Captain understand each other to the core

It takes a gale and more than a gale to put their ship ashore."

Rudyard Kipling, "Together"

"Quickly Pays for Itself" Clean, black notes made with sharpened pencils save eyes—save time—prevent costly mistakes. That's why many offices now have an Automatic Pencil Sharpener on every desk . . . Automatic CUTTERS—deeply undercut for free shavings flow—

DEXTER
Automatic PENCIL SHARPENER

stop feature saves pencils.

offer years of quick, efficient service. Pencil

When dealing with our advertisers, please mention the National Secretary

Our president, Mrs. Virginia Halsey, presided with great charm and dignity, and Miss Louise Henderson delivered the invocation, and all the secretaries present thrilled to a pride in two outstanding leaders of their own.

Elsewhere you will read in detail of the two splendid addresses which were given by Dr. Willard S. Ellsbree and Dr. Frederick H. Bair, and these talks, with the accompanying greetings extended by Mrs. Arthur S. Chenoweth and Mrs. Carrol R. Reed, brought this luncheon to a new peak of perfection.

Many of us had time for another stroll on the boardwalk before leaving for home, refreshed in spirit for the return to tasks which we are privileged to pursue. Our sojourn was over—and unstinted appreciation goes to everyone connected with the real labor behind the scenes which produced an entirely successful performance!

LISTENING-IN

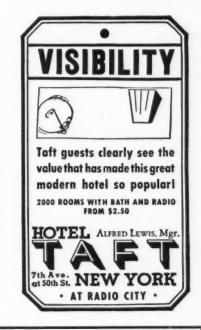
(Continued from Page 18)

A dinner club unit has been formed which has been meeting the third Tuesday of every month in the different suburbs. Fifteen attended the first one held at Vera Megowan's Tea Room in Evanston on February 25. The March meeting was held at The Pantry in Park Ridge and further meetings will be held in April and May. This seems a very good idea for suburban places surrounding a large city and perhaps some other chapters may like to do the same.

The January meeting of the Northern Illinois Chapter took place at Le Petit Gourmet in Chicago with forty-nine present. Dinner was followed by a tour through the Chicago Tribune Plant seeing the World's Greatest Newspaper emerge from trees in the forest to the sold editions.

A card party at the Hotel Bismarck on the afternoon of March 22 is the last activity of this new and busy organization,

(Continued on Page 23)



There are fewer broken points with Pressure Proofed*

VENUS VELVET Pencils

FURTHER TRAINING FOR SCHOOL SECRETARIES

DORIS C. BONAR Executive Committee Member, Denver, Colorado



Doris C. Bonar

At the 1940 convention of the National Association of School Secretaries it was decided that a step should be taken toward stimulating the interest of the members of our Association in further professional training. At

the request of our president, Virginia Halsey, I accepted the assignment of directing this work, and have carried it forward, with the assistance of a local committee, since September, 1940. Following are some of the highlights of a report on this work which was read at the Atlantic City meeting in February. This report in its entirety will be sent to state chairmen and others working on the project.

Each state was given complete responsibility for determining the plan to be followed and for carrying that plan through, since the situation in each state is quite different and since the local secretaries would know just what plans would be most effective and most practicable in their situations. Also, it was felt that it would be an advantage to have the personal contacts with the colleges and with the secretaries which this type of organization would make possible.

Each state chairman was asked to promote this project. Thirteen states have already established some type of training for school secretaries, or will do so in the near future. Three states are interested bu can do nothing at present. This information is based upon reports received before February 1. It is hoped that this is just a beginning!

It was the feeling of the committee that the general secretarial courses which are already available in colleges in many of the states, some of which already carry a degree, should not be overlooked in any effort made to establish comprehensive college courses, and that the colleges concerned might be requested to offer courses in education and other topics hedpful to school secretaries as electives in their general secretarial courses. Whenever the establishment of a two-year or four-year course is requested by our group, it would seem that some responsibility would have to be assumed by our group in helping to secure enrollment.

Many states, however, have evinced greatest interest in establishing courses for people already employed in school work, either evening or summer classes or correspondence courses, in which credit may be secured toward a degree or a two-year diploma in secretarial work. The task of arousing the necessary interest in securing the requisite enrollment for such classes seems definitely within the ability of our various groups.

The following suggestions were received by the committee: (1) In order to secure sufficient enrollment, titles of courses might be stated in broad enough terms to interest nurses, social workers, and college secretarial workers. (2) Certain evening classes designed for teachers might be attended by secretaries. (3) In-service training classes might be sponsored by school officials. (4) The fields of English, psychology, personality development, and general problems concerning the work of the school secretary might be of interest.

A special committee, composed of two leading superintendents from the New York area, two professors from Teachers College of Columbia University, an assistant research director from the National Education Association, Louise Henderson, and Virginia Halsey, has been formed for the purpose of making a study of the qualifications that should be required of school secretaries.

Remember, this is your project! Think it! Talk it! Work for it!

The Business Letter in Modern Form

re

n.

38

0

1.

e

ır

d

e

0

d

8

1

r

it

)-

e

n

h

y

e

0

t

e

d

0

s l

r

By WILLIAM H. BUTTERFIELD (Prentice-Hall, Inc., 1938)

Does your office use the same type of stationery that it used thirty years ago? Do you write letters reminiscent of the horse-and-buggy age, or do you make it a point to see that your boss' letters are truly representative of the progressive age in which we live? If you are in quandary concerning the proper way to address a business organization made up exclusively of women, how to combine a person's title with his official rank within his business organization, or when to spell out a number and when to use the figures, you will find the correct answer in The Business Letter in Modern Form.

While other books describe the various parts of a business letter in general and certain aspects in particular, this book goes into minute detail in orderly sequence. Each chapter discusses a different part of the letter and each item is illustrated in both its correct and incorrect forms. The appendix, too, is a valuable aid for it includes helpful information such as "trite expressions to be avoided" and "the correct form to use when writing to college and university officials," facts not always found in other books of a similar type.

I believe you will find The Business Letter in Modern Form a particularly useful guide.

Докотну Аввотт.

LISTENING-IN

(Continued from Page 21)

but no details are available at the time of this writing.

Congratulations and gest wishes to Illinois!

Massachusetts

From the Massachusetts Association comes news of work and plans for the convention which will be held in Boston this summer. Miss Eleanor Dearden is

(Continued on Page 34)

Make a Note of These Rates!

Single \$2.50 to \$3.50

Double \$3.50 to \$5.00

NONE HIGHER

A fine, 400 room modern hotel, near Broadway, Radio City and Fifth Avenue. Popular priced restaurant and Bar.

Hotel Knickerbocker

Thomas V. Flynn, Manager

120 West 45th St.

New York

HOSPITALIZATION..

\$37.50 per week, anytime during entire year, for accident or sickness.

Repeated Hospitalization Possible During Any Year

Every Disease and Accident Covered

T. P. U...

PROTECTS

Before

Hospitalization

During

Hospitalization

After

Hospitalization

The new "Peerless-Hospital" Certificate, issued by T.P.U. also provides, when not Hospitalized—

Weekly	benefits					٠	\$25.00
	(Sicknoss	Acr	dont	0	iaran	time!	

Medical	Fee,	up	to					٠	25.00
	(E	or N	on Di	cabli	no I	mirari	120		

Loss of Hand, or Eye, or Foot 500 to 750

TEACHERS PROTECTIVE UNION

Home Office: T.P.U. Bldg., Lancaster, Pa.

A Fraternal Benefit Society. \$470,452.00 paid in benefits to Members in 1940 Over FIVE MILLION Dollars paid since Organization—1912.

TEACHERS PROTECTIVE UNION

Lancaster, Pa.

I am interested in knowing more about the "Peerless-Hospital" Certificate and its complete coverage.

Name____

Address

N.S. 5-41

ADVISORY COUNCIL

ELEANOR DEARDEN
Springfield, Massachusetts



Eleanor Dearden

One of the important meetings held at Atlantic City was that of the Advisory Council made up of representatives from the local and state associations affiliated with the National Association of School Secretaries.

To insure active participation in the meeting, notices were sent to all members ten days prior to the meeting advising them of the various matters to be discussed. Expressions of opinion were received from many of the absent members and those in attendance presented viewpoints which were the result of careful thought.

Several changes in the mechanical functioning of the Plan for Affiliation itself were voted, have been forwarded to the Executive Committee for their approval, and will be presented to the association at the annual business meeting in June for final adoption.

Among the important changes voted were the following:

- Allowing the affiliating association a choice in the method of selection of the representatives on the Advisory Council.
- 2. The allowance of alternates to represent an affiliated association at a meeting of the Council.
- A summary of opinions of absent members to be presented at each meeting and to count as one vote in the case of a tie.

One privilege of the Advisory Council is to recommend to the Executive Committee for their consideration and action ways in which the National Association may function more effectively. Several suggestions were discussed and voted. Among them were the following:

 The establishment of regional meetings so that each section of the country would have opportunity for a get-together once a year.

2. That information be obtained concerning the establishment of a more direct relationship with the National Education Association either through becoming a department or an affiliated association; and that this information be presented to the membership of the Association at the annual meeting in June.

3. That a planned program of articles by members be arranged to appear in professional magazines such as School Executive, School Board Journal, etc., as a means of increasing the prestige of the National Association.

It is possible for the Advisory Council to make a definite and valuable contribution to the National Association because it has among its members a geographical representation of all sections of the country and its decisions represent the tenor of thought among school secretaries every-where.

If your association has not yet affiliated, won't you consider the matter at your next meeting? Further information concerning the Plan for Affiliation will be gladly furnished by Eleanor M. Dearden, Chairman of the Committee on Affiliation, Room 224, Administration Building, Springfield, Massachusetts.

State Delegate Allowance

Katherine E. Mitchell of Pittsburgh, Pennsylvania, has charge of the delegate allowance and will get in toch with the state chairmen shortly after the first of May.

EXHIBITOR'S DEMONSTRATIONS

To Be Held in Boston

Advertisers are invited to exhibit books or equipment in the National Association of School Secretaries headquarters at Hotel Kenmore, Boston, June 29-July 3, at the time of our annual meeting, at a very nominal cost of \$1.00 per day, per item. The program will provide a definite time and place for the representatives of companies exhibiting in our headquarters to meet our group and explain the merit of the products exhibited. Companies interested in the **Exhibitors Demonstration** or **Exhibits** are urged to contact Miss Margaret Kernan, Board of Education, Salem, New Jersey, or Miss Bertha Lightbody, Board of Education, Framingham, Massachusetts.

ADVERTISING CONTRACT

MISS MARGARET V. KERNAN, Advertising Manager

Publisher, NATIONAL SECRETARY

Advertising

MARGARET V. KERNAN

Vice-President and Advertising Manager Municipal Building, Salem, New Jersey



While the National Association of School Secretaries was organized in June, 1934, the first issue of the National Secretary did not appear until January, 1936. This was mimeographed by Mrs. Helen Haycraft of Washington, our Editor at the time. Six hunded copies were released at a cost of \$14.05. From April, 1936, up to and including the present time, advertising receipts have financed the printing and mailing of the National Secretary.

9

t

t

For the past four years we have printed not less than 2000 copies of any issue. The page content has been increased from 12, to 16, to 24, to 32, and in February, 1941, a 48 page publication numbering 3000 copies was sent across the country to administrators and secretaries who not only handle the requisitions for purchase of material, but in many cases are the actual purchasing agents for the Board of Education. The fine co-operation of our advertisers has made possible this very creditable growth.

We wish to express our appreciation to our advertisers. It is they who make it possible for us to issue this magazine. It should be the duty and pleasure of every secretary to patronize our advertisers, extend courtesies to their representatives and talk intelligently about their products. In this way we would let them know that their advertisements in the National Secretary pay large dividends. When you patronize our advertisers, be sure to mention the NATIONAL SECRETARY. You can further

help by having your issue read by as many persons as possible. When you attend conventions visit the exhibits and see the articles that are advertised in the NATIONAL SECRETARY. Please bring the advertisement in the NATIONAL SECRETARY to the attention of the buyer in your school system.

We deeply appreciate the co-operation of our advertisers and others who in anyway contribute to the growth of the Na-TIONAL SECRETARY. Our same low rates are continued and a contract form is included for your convenience.

The NATIONAL SECRETARY is published three times a year—October first, February first, and May first. For the year 1941-42 the following rates, per issue are quoted:

We wish to thank Mr. E. M. Gove, McManus, John & Adams, Inc., Detroit, Michigan, for making the cuts which have appeared in this and our many past issues. Without this co-operation we could not have included so many pictures which have added greatly to the standard of the National Secretary.

ATHOUGHT in Regard to Membership

HELEN K. AITKEN Vice-President



Helen K. Aitken

In 1934 our National Association was established by a small group of farvisioned secretaries who took pride in their positions and work, had belief in others in their same field of endeavor, and possessed a faith in

their dream of building a great National Association of School Secretaries with a minimum membership of five thousand. They realized this would be no swift and easy task, but this was their dream, and we know we are only as great as our dreams; only as powerful as our determination to put those dreams across. The secretaries who established our Association had no large sum of money to be used in advertising, no easily contacted group to present the matter to, no possibility of spectacular play to attract attention and draw interest to the idea and promote recognition toward it. Only by ceaseless work and untiring faith along a slow, hard road, using constant determination, diplomacy, and thought as their tools, were our leaders able to establish the recognition which has been attained for school clerks and secretaries.

In order for us to become a department of the N.E.A. and maintain an office in Washington, we should have a minimum membership of five thousand. There are several times five thousand people employed as school clerks and secretaries in the United States; therefore, there is no justifiable reason why the desired number in membership in our Association cannot be obtained. A normal interest of those employed in our field must be evidenced in order to make the contacts and establish the standards, benefits, and recognition we desire for all school clerks and secretaries.

This normal interest consists of annual membership and dues of one dollar per member from the majority of the clerks and secretaries of the nation's schools.

It is almost an impossible feat for the National officers to contact all local and state groups of school secretaries. This is a tremendous task even for the state chairmen, but much could be accomplished if each one of our present members would take it upon himself or herself to interest others who are eligible for membership but who, for some reason, have never joined. If this were done, our membership could be doubled for next year and we would find ourselves much nearer that five thousand mark.

Information concerning an organization can be given through personal contact much more satisfactorily than through the mail. Through constant appeal of present members to others in their local system, we can attain our desired number. So, an effort on the part of every present member to increase our membership for the coming year is much needed and will be beneficial to the whole organization.

P

at

in

A

lie

in

of

th

fo

tra

ev

SI

pr

sh

di

th

to

W

m

th

Rome wasn't built in a day, neither was this country, but we know how America became the wonderful place it is today. As Paul Revere rode from Medford Town to Arlington and on to Lexington, shouting to each man along the way to arm—that the enemy's troops were near, there was no hesitancy on the part of anyone who heard him, no thought of leaving others to carry on the battle; they all took their places and did their part.

In any like situation, when each person concerned will take his place and do his part, success is bound to be the result. With this in mind, let us who receive this magazine give our earnest effort and interest to help attain the goal set for National membership in our Organization.

MISS A. HELEN ANDERSON

Addresses at Atlantic City Meeting



A. Helen Anderson

Miss A. Helen Anderson, Supervisor of Publications in the Denver, Colorado, Public Schools, addressed the secretaries at their afternoon meeting, which was held in the Rose Room of the Traymore Hotel, Atlantic City, on Saturday, February 22.

Miss Anderson talked about school public relations in particular and stressed the importance of looking at our jobs as part of the whole scheme of education rather than as isolated pieces of work to be performed by certain individuals. In illustrating her point, she compared the Medieval guilds with the labor unions of today. She also referred to the Persians and the pride their technicians took in creating a beautiful rug. In using these comparisons, she was illustrating the skills of the individuals of olden times as compared with the group skills of the individuals of today. She made the point that today we work as groups toward the accomplishment of a goal rather than as individuals.

n

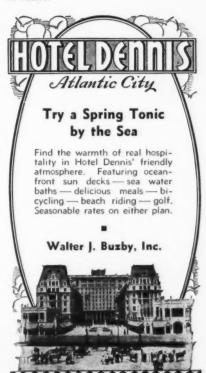
17

0

Miss Anderson then went on to discuss the importance of publicity. She made the point that news is anything that interests a large part of a community, and then told of the different kinds of publicity and the part we must play in creating the right kind. She specifically called attention to the secretary's opportunities to develop cordial relations with the press.

She said she had found that keeping a card catalogue of the different organizations in a town, together with the names of their presidents and important people connected with them, had been most helpful to her in her work.

Above all, she felt that we must cease to work as individuals for our individual benefits and more as a group for the benefit of others.



WRITE TODAY FOR FREE DEMONSTRATION OF HILD EQUIPMENT



machinery, etc Also used in

shampooing

rugs, carpets and furniture.

Write for FREE Circular

HILD FLOOR MACHINECO.

Representatives in 48 States 1313 W. Randolph St. Dept. NS5, Chicago, III.

National Defense

KATHERINE E. MITCHELL

Member, Executive Committee
President, Pennsylvania State Association
School Secretaries

A group of school secretaries of the Pittsburgh School Secretaries Association formed a unit of the Memorial Gold Cross First Aid and Ambulance Corps in January, 1941. Since that time they have been busily engaged in meeting the requirements of the organization. After completing their courses they feel that they will be prepared to meet any emergency, whether it be fire, flood, earthquake or war. They also find that their first aid course is a great aid to them in their work as secretary in the schools. following paragraphs give the history of the first aid and ambulance corps and how it came into being.

When the nation first became conscious of the 1940 national defense drive, Mrs. Ellen A. Webb of Pittsburgh, Pennsylvania wondered immediately what was being planned for the women of the country. When she found that no plans were being made, she decided to do something about it. That is how the Memorial Gold Cross First Aid and Ambulance Corps came into existence. Through her contacts with patriotic societies, Mrs. Webb realized the need for some organized training for women.

From the first meeting on July 9, 1940, at which time 150 women enrolled, the organization has grown to over 3000. These are divided into 42 units, averaging 75 members, scattered over Allegheny, Washington, Green, Butler, Fayette and Beaver Counties in Pennsylvania. In these units are housewives, business women, teachers and school secretaries. New units are constantly being organized. The Memorial Gold Cross First Aid and Ambulance Corps is now chartered with a constitution, and has headquarters on the mezzanine floor of the Hotel Henry in Pittsburgh. Dues are one dollar a year.

The requirements to become a member are as follows: 20 weeks of first aid under the direction of the Red Cross, 5 weeks of advanced first aid, also under the direction of the Red Cross. This work is taken one night a week for a two hour period. Each unit is visited at least twice by Captain Joseph F. Fay and Captain Alvin G. Foster of the Pittsburgh Fire Department who give special instruction in gas mask drill, their equipment being of the latest models. They also give instruction in the use of asbestos bomb snuffers to extinguish bombs and small fires.

the

ion

088

an-

ave

re-

m-

ley

cy,

or

aid

eir

The

of

ind

Dus

Irs.

syl-

beiry. ing

oss nto

ith

the

for

40,

the

00.

ing

ny,

and

In

ess

ies.

ed.

and

h a

the

ar.

ber

der

of

There is also a 30 week course in home nursing and hygiene. A course in dietetics will train those who wish to act as assistants in diet kitchens in case of emergency. Recently a Spanish class has been organized.

Those wishing to drive an ambulance are required to take 12 weeks of military training under Mark R. Burn, national secretary of the 80th Division Veterans' Association. The girls march and do calisthenics. They meet once a week for a two hour period. It is necessary to pass a physical examination to be an ambulance

driver. Each driver is taught to drive over rough roads and to make minor repairs. The ambulance drivers have a special uniform designed by Mrs. Webb. The corps owns one ambulance now. It was bought through contributions from the members. It also has a steel splint which was donated by Frank Gray, a member of a Boston firm which makes orthopedic implements. To buy uniforms for the members and new equipment, including another ambulance, a motion picture called, "It Happened in Pittsburgh," will be shown at the Nixon Theater the week of The picture will include all local talent, mostly members of the corps. Members who do not drive a car and desire to be an ambulance driver may join a special driving school under the direction and supervision of the state police and the American Automobile Association.

The girls and women who have been trained in this organization are well trained. They are ready and willing to help their country in any emergency.

ANNOUNCING

A New McGraw-Hill Book

FITTING YOURSELF FOR BUSINESS

JUST PUBLISHED

By Elizabeth Gregg MacGibbon, former business executive, lecturer and writer. Written for young people preparing to enter business. It interprets for future office workers what business will require of them in addition to specific skills. In it a desirable business personality is shown to result from intelligent action in everyday situations, such as getting a job, making good on it, and winning promotion. This is not just another book on getting and holding a job, although both subjects are covered thoroughly from a viewpoint of what the employer requires. \$2.00.

Write for further information

McGRAW-HILL BOOK CO., Inc. 330 West 42nd St., New York, N. Y.

SANFORDS

Almost a Century of PROVEN PERFORMANCE provides an unanswerable argument for

the Permanence and dependability of Sanford's BLUE BLACK FOUNTAIN PEN INK.



The importance of your signature is reflected in the enduring quality of the ink you use.

Go to your STATIONER

SANFORD INK CO.

CHICAGO NEW YORK

When dealing with our advertisers, please mention the National Secretary

FILING

LINNIE BROOKS, Robstown, Texas



Linnie Brooks

Filing probably started when the first deal was business Comconsumated. merce could never developed have records had not been kept and kept orderly, hence, filing is one of the most important factors in the business world.

The fact that it was recognized as a necessity thousands of years ago is proved by the files kept by the ancient Egyptians. The ancient Egyptians boasted a strong government, and we know of this government only through records that were The Egyptian citizens had to pay taxes and report to the government the harvest of their crops and the number of cattle they had raised during the year. These records were kept on papyrus sheets of many sizes, until the government took over and made a uniform roll-thus our first step in the regular size of records to be filed. These records are of valuable information on medicines. agriculture, and religion. From them, we gather a very clear description of life in ancient Egypt.

We do not have so lucid a picture of the Greek and Roman governments as we do of the ancient Egyptian government, because the former used clay tablets for their records. These clay tablets were hard to file, and very few of them have been preserved. Consequently, less is known about the Greeks and Romans than is known about the Egyptians. Why? Because of their method of filing!

In the fourteenth century, filing got its first great impetus when paper came into use. Paper gets its name from the papyrus plant that was used by the Egyptians. This material was cheap, and correspondence was increased; therefore, filing increased, and commerce increased, too. file

en sul my let

cai

hi

tha

an

in

th

ar

re

pl

At

th

th

pa

th

ac

fil

th

th

SI

de

SI

m

W

a

iı

fi

Jacob Fugger was president of one of the largest banking firms in the world in the early part of the sixteenth century, and he had branches in all parts of the world. He had to keep records of all the different branches so that he could refer to them easily; therefore, he used cabinets with drawers in them, and in these drawers the correspondence and business for each branch was filed separately. This was the geographic file, practical and convenient, used over four hundred years ago by Fugger.

The last great impetus to the filing world was the invention of the typewriter. This made correspondence more rapid and much less bulky; because of this, filing increased. Because of this increase, there have been four filing methods devised—alphabetic, the most generally used; numeric, the most accurate; geographic; and subject.

When I first started to work, I was dismayed to find there was no definite filing system in our offices. Nothing, except the personal correspondence of the superintendent, had a definite place to be filed. After anything was filed, one just had to remember where he had put it. The things that were filed were in one grand conglomeration. Many minutes were lost each day looking for things that had been fiiled and were needed again. After a few days of such filing, I could stand it no longer. I suggested that we clean out the files and rearrange them. This was a lot of work, but we were rewarded by not having to look in more than two places for anything.

In working out my filing system, I used two methods—alphabetic and subject. For my subject filing, I use expansion files. Each expansion file contains a subject, and sometimes it takes two files for Every subject that has one subject. enough material pertaining to it has a subject file and is filed in that division of my files. Some of the subjects are athletic, cafeteria, state department of education, transportation, and textbooks. The subject files are filed alphabetically behind the letter guides. There are folders that are labeled for the expansion files, and they, too, are arranged alphabetically in the expansion files. The folders in the expansion file for Athletic-Football: are: correspondence, contracts, financial reports, insurance claims, insurance paid, players, programs; and the folders for my Athletic-Basketball are like the ones for the football division with the exception of the insurance folders. I also use these expansion files for blank forms. This keeps them free from dust, and they are easily accessible. I use one or two drawers of a filing cabinet for the blank forms, and they are filed alphabetically, too,

f

The alphabetic files contain the material that does not pertain to anything in the subject division of the files, and that does not have enough material to file in a subject file. One folder holds all the material pertaining to any one thing, and when there are less than four pieces it goes in a miscellaneous folder instead of a separate folder. The alphabetic file could be termed a miscellaneous file as everything goes into it that does not go into the subject file. I have a correspondence file for all correspondence that does not pertain to one of the subject files. If it does pertain to a category of the subject file, then it is filed in the subject

I go through these files each August. What is necessary to keep in the active file is left in place. The material that needs to be kept on file, but no longer active is taken to the storage files, and what is neither needed nor will ever be needed again is discarded. My storage files are kept the same way my active files are kept—in good condition with everything in place, labeled, and readily accessible to anyone that needs anything.

Convention Headquarters

for National Association of School Secretaries in Boston

- Convenient to historic Boston, the colleges and museums.
- Air-conditioned dining rooms. Luncheon from 60c; dinner from \$1.
- 400 modern rooms with bath and shower. \$3.50 up single; \$5.00 up double.

Write for historic map and 3-day all-expense folder

Hotel KENMORE

Commonwealth Ave. at Kenmore Square
L. E. Witney, Managing Director

BRYANT TEACHERS BUREAU

Member of National Association of Teachers Agencies

"CALL BRYANT"

for

Reliable, Selective Service When Seeking Teachers

PHILADELPHIA, PA.

711-12-13 Witherspoon Bldg.

Consultants for Leading Schools and Colleges of the East

Myrton A. Bryant, Pres.



FAST EASY COPY MAKING



Standard Fluid Process Duplicators Require No Gelatin-Stencil-Type or Ink

The Standard is a precision built unit, the most efficient machine available for reproducing up to 200 copies. Simply type, draw or handwrite the master... no special skill is required. Use masters, then file and re-use later as desired. Standard Machines are offered in three price brackets to meet every business requirement.

For interesting, descriptive, free folder, write Dept. 13

Duplicating Machines Division Standard Mailing Machines Co. Everett, Massachusetts

LISTENING-IN

(Continued from Page 23)

wa

tak

rig

He

ern

exe

cor

ma

tic

tip

po:

goi

Yo

en

wo

cip

de

the

chairman of the General Committee and the state has been divided into five secretarial districts, each of which is responsible for raising \$25.00 for the entertainment of guests at the convention. Each district will carry out its own ideas and some of the clever ones already under way are the following which were started last fall. At the October State meeting in Boston, the "women-in-the-shoe" was used -a large shoe was placed near the door into which the members dropped pennies equal to the sum of the size of their two shoes. Small envelopes were also passed out at this meeting and each member was requested to put a penny in them for every stormy day. From this distance we do not know just what sort of a winter they have had in Massachusetts, but we'll be interested to know the results. A recipe book was prepared by some of the more skillful cooks in the association and sold to members and friends.

This news came to us sometime ago, so no doubt by this time, plans are maturing and many new activities are under way. Entertaining a national convention is no small order, and much hard work as well as many happy associations and pleasant hours go into the planning. Those who will be privileged to go to Boston this summer will, indeed, be most fortunate.

We think you will all enjoy the following re-print taken from "School Daze" which is the bulletin of the Massachusetts Association of School Secretaries.

PRIM SECRETARIES OF PAST GONE FROM TODAY'S SCHOOLS

"The school secretary of today has changed a good bit from the girl of yesterday," declared Miss Helen A. Davison of Malden, Mass., Program Chairman for the annual meeting of New England School Secretaries held today at Hotel Continental in Cambridge, in an interview.

"She is not the stiff-collared, starshwaisted girl she used to be," said Miss Davison. "In the old days a secretary wore all these appurtenances plus a little starched white apron. She thought she was a very good secretary if she could take dictation, do her transcriptions all right, and not misspell too many words. Her boss diti, too.

d

1.

1.

h

d

t

d

ľ

0

d

0

e

e

e

d

0 17

o l

9

"But now that's all changed. The modern secretary dresses more like any woman executive, in quiet good taste. She is not conspicuous either in her attire or her manner. She must have a wealth of statistical and factual information at her finger tips, and often takes courses for that purpose. Today's school secretary is posted on world affairs-she must know what is going on. She must, and usually does, have wide and varied outside interests. You will find secretaries taking courses in arts and crafts—partaking in dramatics enjoying all the normal reactions of the average young business or professional woman today.

"As for the secretary to the school principal or superintendent," Miss Davison declared, "often the school is judged from the parents' contact with the school secre-

tary. The superintendent's secretary, too, must keep happy relations with the faculty. She must be able to make decisions, which calls for initiative. And she must be able to carry on in the absence of her boss."

The following about Bonuses is also from "School Daze."

Asked to tell Ye Editor whether she or her sister secretaries could fill the gossip column with news of engagements, new personnel, or Christmas bonuses, one secretary writes:

"We have no diamonds, new appointments, or bonuses—what are they???"

Yes, girls, what are they? The bonus commonly known in the commercial world as a cash gift or dividend for good service rendered, or for cooperation in accumulating excess profits for a firm, is not known in the public school work where appreciation of service rendered is expressed in the grateful smile of a pleased child, in the sotto voce "thank you" of a harassed teacher or in the grateful sigh of relief of

GREGG Shorthand

TAUGHT IN 99.61% of the public school systems of the United States that offer instruction in shorthand;

Six of the last seven National Shorthand Reporters Association contests for the World's Shorthand Championship were won by writers of Gregg Shorthand.

THE GREGG PUBLISHING COMPANY

New York Chicago San Francisco Boston Toronto London Sydney

GREGG CHAMPIONS







ALBERT SCHNEIDER World's Champion

MARTIN J. DUPRAW Present World's Champion and N.Y. State Champion

CHARLES L. SWEM World's Champion 1923-1924

World's Highest Speed Records held by writers of Gregg Shorthand

282	Words		Minute			,	. Testimony .			. Mr. Swem
260	**	*					Jury Charge .			Mr. Duprem
215	69	*				1	Literary Matter			Mr. Schneider

Championship Trophies







N.S.R.A. World



New York Stor Championship Treasby

an over-worked school executive upon satisfactory completion of a difficult task.

"Have you had your bonus today?"

We regret that lack of space prevents us from passing on to you many other worthwhile thoughts from this interesting bulletin, but here is one for each of us to take to himself:

"If the mariner's wise he looks in the skies To see what he is about;

And he never expects any ships to come in If he hasn't sent any ships out."

Since writing the above and just as our copy is ready to go to the printer this further word has come from Massachusetts.

The February meeting marked the Fourth Birthday of the Massachusetts Association, so a few more dollars were raised by selling chances on a birthday cake. The balance of the convention fund will be realized through the sale of tickets on three beautiful prizes—a suitcase, an automobile robe, and a pair of Nylon

stockings. The lucky winners were drawn at the Annual Meeting in Boston on April 5th.

All in all, the Massachusetts secretaries say, they have really had a good time doing this work, too!

p

id

st

of

pi

80

pi

DI

ti

di

Washington, D. C.

The spring number of the Bulletin of the Secretarial Association of the Public Schools of the District of Columbia contains many articles of interest, but the one we should like to pass on to you at this time is the following from Mr. Frank W. Ballou, Superintendent of Schools in Washington.

"School administrators are giving attention to many pressing matters during this critical period when the entire nation is concerned with the subject of National Defense. The theme of the recent convention of the American Association of School Administrators quoted herewith, is an evidence of the vital subject confronting the public schools today:

The "Steele" Duck

SCHOOL WINDOW SHADE

Designed for

Durability - Beauty

LIFE-SPAN DUCK

STEEL ROLLERS, SLATS, FIXTURES

WASHABLE—REVERSABLE

GUARANTEED SATISFACTION

SOLD IN EVERY STATE

OLIVER C. STEELE MFG. CO.

Spiceland, Indiana Eastern Distributor

Baroco Products Co., Inc.

W. Collingswood, New Jersey



Write for Complete Information, Samples, Specifications

"TO PROVIDE FOR THE COMMON DEFENSE

TO PROMOTE THE GENERAL WELFARE

TO SECURE THE BLESSINGS OF LIBERTY"

At no time has the co-operation of all educational groups toward a single purpose been so necessary as now.

f

1-

ıt

n

t-

ıl

1-

of

is

In order to be a valuable individual a person should recognize the advantages which relationship with a group brings. Through co-operation and interchange of ideas with a group one may become stronger. It is gratifying to the school officers to know that the secretaries of the public schools have become group conscious in organizing as an association. While they represent one of the younger public school groups in point of view of organization and membership, sufficient progress has been made to encourage the leaders to expand their program of ac-An organization that is welldirected, with proper aims and purposes,

and with a desire to broaden the outlook and service of its members through contacts and meetings will make a real contribution to a school system.

It was my pleasure to attend the reception of the school administrators given by the National Association of School Secretaries in Atlantic City on February 22. The fact that eight members of the local organization attended the mid-winter meeting of that group and were present at the reception indicates a desire to participate in the larger activities and program of a national organization whose members are engaged in similar services.

I extend congratulations to the Secretarial Association of the Public Schools of the District of Columbia on the success of its undertaking. As membership is increased and experience gained, its accomplishments will correspondingly increase."

We are sure it is most heartening to every member of the NASS to have the approval of our organization voiced by an

(Continued on Page 39)

YOU CAN'T SPILL HIGGINS OFFICE PASTE

... one reason why it belongs on your requisition list • Higgins Office Paste is semi-liquid ... it will not spill, but will pour when stirred ... it spreads easily, dries smoothly, holds firmly, is conveniently packaged, does not spoil while in use and has a pleasant, characteristic aroma.



From the Bulletin "What's New" is the Following— Try It On Yourself

Intelligence Test

Read this sentence:

Finished files are the result of years of scientific study combined with the experience of years.

Now count aloud the "F's" in the sentence. A person of average intelligence finds three of them. If you spotted four, you're above average. If you got five, you can turn up your nose at most anybody. If you caught all six, you are a genius and a lot too good to be wasting your time on foolishness like this!

Also from the bulletin are these HELP-FUL RULES ON PUNCTUATION taken form "The Secretary's Handbook—Taintor and Monro.

- 1. Capitalize the first word of every sentence.
- Capitalize the first word of every line of poetry.
- Capitalize all proper nouns that are names of individuals.

 Do not capitalize particles in foreign names if they are preceded by a forename or by a title of nobility or courtesy. LI

ou

M

W

gr

Gi

in

er

- 5. Capitalize all academic and religious titles, as Doctor, Reverend, Professor, Dean, when preceding a name.
- Capitalize all academic degress following the name, whether abbreviated or written out.
- 7. Capitalize all titles of rank, honor, or respect when preceding a name.
- 8. Capitalize all Government titles when referring to definite persons or offices, and all titles of honor or nobility when referring to specific persons.
- 9. When the title follows the name, there is no standard rule. The general tendency, however, is *not to us capitals* for titles in the position.
- 10. Capitalize president when referring to the President of the United States; or any synonymous title referring to him.



WRITE TODAY FOR LIBERAL

FREE SAMPLE ... FOR
WOOD FLOORS
IN CLASSROOMS
AND CORRIDORS

Eliminates
"Traffic Lanes"

Used by leading schools and universities Since 1930

THE GARLAND COMPANY
Cleveland Ohio U.S.A.



Yes! Caught under gem clipped papers and returned to UNKNOWN file. Stop these Losses! Why be blamed! Get an ACE SCOUT for only \$1.00 or GLIDER \$1.50. All-steel, precision made and GUARAN-TEED for Life. They Staple—Pin and Tack.

Write for Circular describing HAND, FOOT & ELECTRIC MODELS.

ACE GLIDER \$1.50
Loads 210 Staples

ACE GLIDER \$1.50
Loads 210 Staples

ASK for ACE! ORDER ONE ON 10-DAY TRIAL

ASK for ACE! ORDER ONE ON 10-DAY TRIAL
ACE FASTENER CORPORATION

Makers of the World's Best Stapling Machines
3415 N. Ashland Ave. Chicago, Ill.

LISTENING-IN

n

e

n

d

1

g

(Continued from Page 37)

outstanding school administrator such as Mr. Ballou and our appreciation of his words is most sincere.

Some of the present activities of this group are membership in the Credit Union, Group Hospitalization, a prospect for a Little Theatre Group, and the dinner meeting on April 22.

A most interesting letter from a school teacher in a London suburb takes up several pages of the bulletin, and in reading this, it brings to mind most forcibly how very fortunate we are to be living in America when practically all the rest of the world is being torn asunder by the horrors of war.

Milwaukee

A busy winter filled with many pleasant social affairs, as well as business meetings, and sports of various kinds, has been enjoyed by the Milwaukee School Secretaries Association. The News Letter is full of their activities and I wish

THE FISK TEACHERS AGENCY

633 Witherspoon Building

PHILADELPHIA

Walnut and Juniper Sts.

Teachers for Schools—School for Teachers—Every Day in the Year Service Free to Schools—Economical for Teachers

Kingsley 1745-1746

Personal, Discriminating Service

E. F. Maloney, Manager



1 Pound Cleans 230 Washbowls

One pound of Wyandotte Detergent cleans 230 of the dirtiest washbowls you can find so that they look like new.

THE J. B. FORD SALES COMPANY

WYANDOTTE, MICHIGAN

Representatives in 88 North American Cities

I might bring them all to you so that you might see what a very worthwhile program is going on in Milwaukee, but lack of space forbids, so I shall just have to give you a few highlights.

The spring calendar includes a Skating party on March 20, a Dancing party on April 22, a business meeting on May 23, and the election of officers and a dinner meeting on June 12, which will wind up the events of the year.

In the January issue of the bulletin is a very interesting article on "You Need Exercise" by E. O. Hoppe, Physical Education Supervisor, and in the March issue another one on "Music and War" by Herman F. Smith, Supervisor of Music. When busy people such as these contribute their time and efforts to the writing of such articles, the natural result would seem to be a broadening of interests on the part of our members in outside activities, and each of us could improve ourselves and our jobs by becoming interested in some

hobby or recreation for our spare moments. We think you will enjoy the following taken from the News Letter:

How Old Is Old?

This side of forty you are said
To lack experience,
And after that, until you're dead,
The weight of years prevents
Your stepping briskly up among
The leaders of the fold.
Thus half your life you are too young

And half your life, too old.

RICHARD ARMOUR
New York Herald Tribune

" A little fire gives a little heat; likewise a little service is rewarded with a little pay."

"Success of an institution is only the sum of the successes of everyone in the institution."

(Continued on Page 44)



CLEANING EQUIPMENT



Dry Mops, Dusters Window Brushes Scrub Brushes Floor Wax Polish Floor Brushes Wet Mops Bench Brushes Dust Brushes Fiber Brooms

ASK FOR CATALOG

The Fuller Brush Company
Industrial Division

3599 Main Street, Hartford, Conn.
Oakland, California Toledo, Ohio
Los Angeles, California

CREATIVE HANDICRAFT

FREE UPON REQUEST

CATALOG
of
HANDICRAFTS
and
GENERAL
SCHOOL SUPPLIES

American Reedcraft Corporation

Dept. NS

130-2 Beekman Street New York City

EDUCATORS PAPER & SUPPLY CO.

844 W. Erie St. Chicago, III.

Paper and School Supply Specialists

PADS and FILLERS OF ALL KINDS PENCILS, CRAYONS
PRIMARY PAPERS, STENCILS ART SUPPLIES
MIMEOGRAPH and HECTOGRAPH PAPERS DRAWING PAPERS

Beautiful Bond Paper Doilies for Dinners and Domestic Science Departments @ \$4.50 per M., oblong size 143/4"x101/8"

SCHOOL SECRETARY-Write for Prices or Circulars covering above material

ATTENTION THIS ADVERTISEMENT

All Material Guaranteed

Educators Paper & Supply Co., 844 W. Erie Street, Chicago, III.



ts.

ng

e-

ne

he

A Small Machine That Does a Big Job

Burroughs

Desk Bookkeeping and Figuring Machine

Enables the medium-size school board office to apply mechanical methods to budgetary and general bookkeeping work. Does general listing and figuring; multiplies; prints dates automatically. Handles any form up to 12¼" in width. Also ideal in the classroom for teaching basic mechanical bookkeeping procedures. Write Burroughs Adding Machine Company, Detroit.

A Secretary in the Spring

Checking figures, typing words (In my mind the song of birds).

Taking dictation, answering calls, (On my heart warm sunshine falls).

Making statements, recording fees (I pause to breathe of budding trees).

Posting accounts, revising files, (I tramp merrily thru "woodsie" Isles).

Explaining details, re-writing a note (The poignant yearning has reached my throat).

To shout and dance and jump and sing Who cares for DUTY when it is SPRING?

LILLIAN SLICK.
Forest City, Pennsylvania.

Doctor (after bringing victim to): How did you happen to take that poison? Didn't you read the sign on the bottle? It said, "Poison." Ebenezer: Yassah, but Ah didn't pay no attention!

Doctor: Why not?

Ebenezer: 'Cause right underneaf dat it said, "Lye."

LISTENING-IN

(Continued from Page 40)

Minneapolis

We do not know who the artist is on the B.O.E.O.E.A. Bulletin, but we wish you all might see the very clever drawings which adorn this interesting paper. They look most professional and add a great deal to the attractiveness of the bulletin. This organization is very active and besides their regular meetings seems to be quite "sport" minded with bowling, basketball teams, etc.

Missouri

We are glad to welcome to our "Listening-In" section a new member from whom we have not previously heard. Since it is a first report we shall go back to Novem-

BRADLEY'S

New 1941 Catalog

Ready for Distribution February 1st

Factory and Home Office: Springfield, Mass.

Distributing Points:

BOSTON NEW BRUNSWICK CHICAGO KANSAS CITY
SAN FRANCISCO ATLANTA

GENERAL, ART, KINDERGARTEN, and PRIMARY SUPPLIES

Write for circulars covering PAPERS, PAINTS, Etc.

MILTON BRADLEY CO., New Brunswick, N. J.

ber when the Missouri State Association of School Secretaries was organized on November 8, 1940. The meeting was held at the Hotel Muehlebach in Kansas City, Missouri, with forty-six present. A constitution and by-laws were adopted and officers elected and installed. Martha Painter, Secretary to the State Superintendent of Schools, Jefferson City, Missouri, served as temporary chairman and was elected President of the new associa-

ıy

at

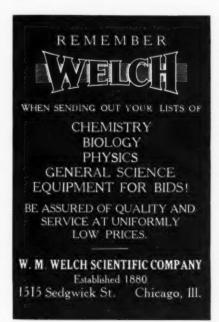
6

ıt 1.

١, e

Georgia Davis, Secretary to the Superintendent of Schools in Hannibal, Missouri, and State Membership Chairman for the National Association of School Secretaries, presented an interesting report of the meeting of the NASS which was held in Milwaukee last summer. She particularly emphasized the theme "Professionalizing the Position of the School Secretary."

A dinner meeting was held in the evening at Hotel Muehlbach with Lloyd W. King, State Superintendent of Schools, and





NEW BRUNSWICK, N. I.

MANUAL TRAINING INSTRUCTORS--ATTENTION!

The maximum and most efficient use of your machines, and safety of your students rests on the quality of the saws you use.

BURRILLS PARAMOUNT Band Saws made from the finist Nickel Alloy Steel obtainable assure you of such service and safety

Adopted by various United States Government departments, and large furniture plants.

Every saw is carefully straightened and Electrically Butt Welded endless.

efully straightened and Electrically but wiscosts.

You can obtain these saws at the following prices:

- 3/16" - 1/4" - 3/8" wide, 5' 6" long
6' 6" long
7' 6" long
portional prices.

8' 5" long

Other sizes at proportional prices.

\$.90 ea, .95 ea. 1.00 ea. 1.10 ea.

BURRILL SAW & TOOL WORKS, Box 28, ILION, N. Y.

Raymond Kroggel, Director of Speech and Radio Education in the State Department of Education, as guest speakers.

The by-laws of the new association provide that the association shall be affiliated with the National Association of School Meetings of the association Secretaries. will be held at the time of the meetings of the Missouri State Teachers Association which are held alternately in St. Louis or Kansas City.

The secretaries of Kansas City, with Mrs. Ruth F. Hopkins, secretary to the superintendent, acting as general chairman, are making plans to organize a local secretaries association. This meeting was held in March.

All good wishes to these two new members of our family!

Philadelphia

A review of the Philadelphia Fillies activities of the year now drawing to a close contains the following items, and we cannot do better than to copy in its entirety the account sent in by Miss Ruth L. Steinlauf, Secretary of the School Secretaries Association.

"Knock, knock-may we come in? We're the Philadelphia Fillies come to bring you the news of the City of Brotherly (and Sisterly) Love. Philadelphians brush off the tinsel and confetti of the Mummer's Parade and fall back into line as they enter a new year. The Secretaries' Association marches its past events before the reviewing stand to give you a close-up of its activities.

In October we held a tea in honor of newly appointed secretaries. It was a festive occasion. Tea was poured by several members, cookies and small sandwiches were served, all to the tune of a serenading accordianist and orchestra. The room was decorated with beautiful golden chrysanthemums reflecting their colors in the shining silver tea service. Officers of the Association formed a receiving line and welcomed each guest, presenting her with



THE UTMOST IN A SOUND MOTION PICTURE PROJECTOR

* Assured Film Protection—Patented Safety-Trip immediately stops machine, Found only on this equipment. Offset Film Loop eliminates damaging film pressure and side sway.

* Stationary Sound Drum-Unequalled sound quality-no moving parts-No adjustment necessary for color, or black-and-white.

* "Spira-Draft" insures greatest safety. Forced Cooling greatest lamp economy and * Flickerless Shutter-unsurpassed clarity of pictures. Safety shutte * Flickerless Shutter—unsurpassed clarity of pictures. Safety shutter for stills.
* Film Rayerse—Pressing one leter reverses film for reviewing. No rethreading necessary.
* Easy Accessibility—to spotlessly clean all working parts. No special tools required.
* Muttiple Use—For classroom, auditorium, dances, outdoor eventi—with interchangeable units that mean Greater Economy and Wildest

no other equipment re-gardless of price will these features be found. Write today for com-plete description of these and other features.



VICTOR ANIMATOGRAPH CORPORATION, Dept. N-1 . . . Davenport, Iowa

a novel name tag. Well over two hundred girls enjoyed one lovely afternoon.

ty

n-

es

1?

to

h-

ns

ie

ne

.

re

ip

of

al

26

g

IS.

1.

e

e

d

h

The Big Interest of the fall season is always the Fall Dinner. This was held on December 5 at McCallister's. Our speaker's table was graced with Dr. Alexander J. Stoddard, Superintendent of Schools, Mr. Add B. Anderson. Secretary and Business Manager, two Associate Superintendents, and several members of the Board of Education. Dr. Armand J. Gerson, Associate Superintendent, read to us. His selection was the poignant poem "The White Cliffs of Dover." We were enthralled with his magnificent reading.

Because of ill health, our President was unable to be with us in person, but a recording made in her hospital room brought us her voice and best wishes. This unique touch was a great surprise to all.

At Christmas the Ways and Means Committee sponsored sales of cake and candy and this same committee had charge of a card party given in the Strawbridge and Clothier Store on January 25."

The Annual Spring Conference under the sponsorship of the Philadelphia Teachers Association, invited the secretaries of this city to participate in their program for the first time this year. The meeting was held in Stoddart Junior High School and Dr. Stewart G. Cole, Executive Director of the Service Bureau of Intercultural Education was the speaker. His topic was, "Who is an Educated Person?" He divided his talk into two parts—(1) How do Americans live? (2) What are the fundamental things that Americans do to lend color and meaning to life? He said that democracy is a type of human relationship in which every person is respected as an individual and given an opportunity to express his genius in his own way, and with due regard for the rights of others. Uniformity is not democracy. We are children of the Universe.

Schoolmen's Week in Philadelphia was held from March 26-29. The secretaries meeting was held on Friday, March 28, in Logan Hall, University of Pennsylvania, Dr. Henry Klonower, Director of Teacher

Americai Finest PLAYGROUND EQUIPMENT

LOUDEN

Louden Playground Equipment is in praise-winning use all over the world because it is honor-built from only highest grade materials by master craftsmen; it is designed by experienced engineers who know what playground **must** be; it is backed by the 73-year-old reputation for quality manufacturing and fair-dealing behind the J. E. Porter Corporation.

We will be pleased to send you our Catalogs on (1) Playground Equipment (2) Pool Equipment (3) Gym Equipment.

THE J. E. PORTER CORPORATION OF THE WAR

Manufacturers of the famous "Louden," "Chicago," and "Spalding" Lines of playground, gymnasium and swimming pool equipment; and of "Junglegym" Climbing Structures

When dealing with our advertisers, please mention the National Secretary



Yes, indeed, every last one of the Dennison Handy Helpers—gummed stars, reinforcements, index tabs, mending tape, shipping tags, card holders, and countless others—is impatiently waiting to help you, your teachers and students. Become acquainted with the complete line of handy Dennison items. You'll discover a number that will fill a definite need in your school.

• Insist on Dennison Merchandise for Your School

Education and Certification, Department of Public Instructions, Harrisburg, Pa., spoke on "State Certification of School Secretaries." Mr. Louis P. Hoyer, District Superintendent of Schools, Philadelphia, spoke on "Is a System of Classification of School Secretaries Desirable and, if so, What Should be the Characteristics of such a System?" Discussion followed both topics.

It would be interesting to know what was brought out in this discussion, but we are unable to get it in time for this issue.

Pittsburgh

Pittsburgh secretaries go on their busy way with a First Aid Course which has attracted thirty-eight members this winter, a Gym class which includes swimming and volleyball and a group which bowls every Friday night. There should be enough choice here to interest everyone in some outside activity.

A delightful and entertaining afternoon was spent at the Hotel Schenley Ballroom on January 11, when the secretaries held their annual bridge. About 375 people were present, including clerks, teachers, principals, and their friends. Table prizes were linen hankerchiefs. Refreshments included tea and delicious tea cakes and cookies. Proceeds from the bridge are used for philanthropic work among needy high school graduates.

"During the winter the National Association of School Secretaries, interested always in elevating the standards of the school secretary toward a finer and more efficient service to the school and to the community, asked that a local survey be made of the secretaries interested in advanced training in Pittsburgh. The responses were gratifying.

It was interesting to note that the consensus of opinion among Pittsburgh secretaries is fully in accord with that of Dr. Strayer and his survey committee—"If she is to be an effective agent for improving public relations, and of interpreting the work of the schools, she must have some grasp of the purpose of education and of

MONTAG BROTHERS INC.

Manufacturers of

School Goods and Fashionable Writing Papers

ATLANTA, GA.

GOLD MEDAL PRODUCTS

For more than 37 years the Binney & Smith Gold Medal line of School and arteraft materials has been known for its outstanding superiority.

IMPORTANT ITEMS for progressive school work in all grades are CRAYOLA Colored Wax Drawing Crayon, PERMA Pressed Crayon, ARTISTA Water Colors and Tempera Show Card Colors, CLAYOLA Modeling Material, GLOAMA Block Printing Ink, FRESCOL Compact Colors, SHAW Finger Paint, etc.



BINNEY & SMITH CO. NEW YORK, N. Y.

Descriptive Literature on request.

the reasons behind administrative decisions. To advise and counsel pupils in relation to school policies she must not only comprehend the underlying educational implications, but should also have a command of the fundamentals of psychology and mental hygiene."

Of the eighty clerks who answered the questionnaire for Pittsburgh, seventy-six felt that the position of school secretary should be put on a professional basis; ten said they would enroll for courses in February; and fifty said they would enroll for courses in September. Most of them felt that they preferred to gain a little more experience with college work before stating their opinion as to what should constitute requirements for new and present employees for certification. The general trend seems to indicate two years of training above high school level.

A study of the present status of Pittsburgh secretaries reveals that at present one has a master's Degree, nineteen have college diplomas, eighteen have had two or three years of college training, and five have had one year. Among the courses which drew the greatest "popular" vote (in the order of their popularity) were: Psychology (general, personal, and child); English; Office Management; Educational Administration for School Secretaries; Philosophy of Education; Sociology; Public Speaking; First Aid; Guidance for School Pupils; "Brush-up" courses in Shorthand and Typewriting.

Columbia University at New York, working with the girls in the east, is making a study of the duties and educational needs of the school secretary. The University of Pittsburgh is interested in beginning a similar study. You will learn more of this later. Your local, state, and national committees are turning their whole-heartedefforts toward the problem. We ask your continued interest, your support, and best of all, your enthusiasm."

The above article is taken from the winter number of the bulletin of the Pittsburgh secretaries and indicates that this progressive group is looking toward the future with a long-range vision.

New Jersey

From all reports we hear that the New Jersey Association of School Secretaries covered itself with glory as hostess during the mid-winter convention in Atlantic City. As this is covered elsewhere in this number, we shall not dwell upon it, but we wish to congratulate this association for their outstanding leadership in both the state and national organizations.

One of the meetings this year was addressed by Miss Helen L. Washburn, Industrial Relations Department, Socony-Vacuum Oil Company, Inc., on the topic "Loyalties in Business Relationships." Miss Washburn discussed the following loyalties:

Loyalty between employees and employers Loyalty to the public

Loyalty to associates

Loyalty to the best in one's self

She said "loyalty to the public, like loyalty to the employer, must be expressed in willing and complete service, behind the scenes as well as out front." Also "Today employers need and seek a much more positive and constructive type of loyalty from employees."

Many meetings have been held in different sections during the year, but much of the time and efforts of the New Jersey members was devoted to plans for the meeting in Atlantic City, and we are sure they must feel well repaid because of the success with which these were carried out.

Fashion Show, Washington, D. C.

Of course, everyone went to the fashion show at the Kennedy-Warren on the 25th of January! It was its usual complete success. We are very grateful to the models for looking so chic and to Jelleff's for their splendid cooperation.

The costumes were chosen with care for both suitability of wear and price. The choice was made by Mrs. Saylor and the most interesting comments were made by Miss Engelking, both members of the staff at Frank R. Jelleff's, Inc.

They would be glad to serve any of us at any time.

wsgv. ere I. i. v. ich g ddohy-f-hyere h te ie 's or ne ne ne ny ne 18

The same and sound the same and same an



